



## SCREENING & SUBMITTAL CHECKLIST

### Land Use Permit Submittal Requirements *INDEX 11*

**Applicant Services Center**  
700 Fifth Avenue, Suite 2000  
P. O. Box 34019  
Seattle, WA 98124-4019  
**Phone:** (206) 684-8850  
**Hours:** M/W/F, 7:30am-5:30pm; T/Th, 10:30am-5:30pm

**Project Number:** \_\_\_\_\_ **MT Number** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Project/Site Address:** \_\_\_\_\_ **Zone:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_

- ☐ **CAM 103** Plot Plan Requirements ☐ **Other CAM's:** \_\_\_\_\_
- ☐ **CAM 103A** Plot Plan Guidelines \_\_\_\_\_
- ☐ **CAM 106** General Standards for Plans & Drawings \_\_\_\_\_

**LU Screener (please initial)** \_\_\_\_\_

**THIS CHECKLIST HAS BEEN PROVIDED TO ASSIST THE APPLICANT IN PREPARING A COMPLETE APPLICATION. COMPLETE APPLICATIONS CAN BE PROCESSED AND REVIEWED MORE EFFICIENTLY. PLEASE READ AND SIGN THE STATEMENT BELOW.**

**I verify that I am submitting all of the required submittals indicated, as appropriate to this project, on this checklist and I acknowledge that failure to submit all of these requirements may result in my application not being accepted and/or may extend the length of time needed to review the project.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**~ PLEASE REFER TO THE STANDARDS FOR FURTHER CLARIFICATION ~**

### LAND USE CONSIDERATIONS (check zoning and overlays and refer to Land Use Code for specific development standards):

Yes	No		Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Street/Alley Improvements	<input type="checkbox"/>	<input type="checkbox"/>	Plan on applying for Unit Lot Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Using sloping lot height bonus	<input type="checkbox"/>	<input type="checkbox"/>	Legal building site
<input type="checkbox"/>	<input type="checkbox"/>	Front setback/yard averaging	<input type="checkbox"/>	<input type="checkbox"/>	Off site parking
<input type="checkbox"/>	<input type="checkbox"/>	ECA yard and setback reduction	<input type="checkbox"/>	<input type="checkbox"/>	Project located in Overlay District
<input type="checkbox"/>	<input type="checkbox"/>	Meets minimum lot area requirements	<input type="checkbox"/>	<input type="checkbox"/>	Building 50 years or older on site
<input type="checkbox"/>	<input type="checkbox"/>	Associated MUP Numbers	<input type="checkbox"/>	<input type="checkbox"/>	Project in Historical Review District
<input type="checkbox"/>	<input type="checkbox"/>	Project exempt from SEPA	<input type="checkbox"/>	<input type="checkbox"/>	or is a Historical Landmark
<input type="checkbox"/>	<input type="checkbox"/>	Project exempt from Shoreline	<input type="checkbox"/>	<input type="checkbox"/>	Early Design Guidance
<input type="checkbox"/>	<input type="checkbox"/>	SEPA under Project # _____			
<input type="checkbox"/>	<input type="checkbox"/>	ECA Exemption			

### CONSTRUCTION CONSIDERATIONS:

<input type="checkbox"/>	<input type="checkbox"/>	Demolition required	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance and emergency egress easements where property lines are less than 3-feet from the face of the structure.
<input type="checkbox"/>	<input type="checkbox"/>	Tenant Relocation is required			

### OTHER CONSIDERATIONS:

<input type="checkbox"/>	<input type="checkbox"/>	In ECA – see Index 13	<input type="checkbox"/>	<input type="checkbox"/>	In Shoreline – see Index 15
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**TYPE OF PLANS TO BE SUBMITTED** – stamped by appropriate licensed professional(s)

Req	Prov		Req	Prov	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Coversheet for each set of plans	<input type="checkbox"/>	<input type="checkbox"/>	Landscape plan
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Land Use notes (zoning data sheet)	<input type="checkbox"/>	<input type="checkbox"/>	Driveway section
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Plot/Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	Parking aisle section
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building ID Plan (if more than one building located on site)	<input type="checkbox"/>	<input type="checkbox"/>	Licensed survey (In comments section below, specify criteria for survey)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floor Plan(s)	<input type="checkbox"/>	<input type="checkbox"/>	Topographical survey with 2-foot contours if within 2-feet of height limit or using sloping lot height bonus
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Elevations			
<input type="checkbox"/>	<input type="checkbox"/>	Parking and access plan			
<input type="checkbox"/>	<input type="checkbox"/>	Open space plan			

**ADDITIONAL SUBMITTALS (CAM's referenced may contain Application Forms):**

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Evidence of authorization from owner of the property to apply	<input type="checkbox"/>	<input type="checkbox"/>	Variance Application (CAM 210)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signed Financial Responsibility Form	<input type="checkbox"/>	<input type="checkbox"/>	ECA Exception Application (CAM 328)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pre-application Site Visit Report	<input type="checkbox"/>	<input type="checkbox"/>	Rezone Application (CAM 228)
<input type="checkbox"/>	<input type="checkbox"/>	Completed and notarized No Protest Agreement (Covenant Consenting to Formation of a Local Improvement District)	<input type="checkbox"/>	<input type="checkbox"/>	Shoreline Application / J.A.R.P.A. Application (CAM 209)
<input type="checkbox"/>	<input type="checkbox"/>	Completed and notarized Parking Covenant Form including plan with parking layout for covenant parking site, and vicinity map showing covenant site is within 800' walking distance of subject site	<input type="checkbox"/>	<input type="checkbox"/>	ECA Administrative Conditional Use for Clustered Housing Application (CAM 329)
<input type="checkbox"/>	<input type="checkbox"/>	Shoreline Exemption Letter	<input type="checkbox"/>	<input type="checkbox"/>	ECA Yard and Setback Variance Application (CAM 330)
<input type="checkbox"/>	<input type="checkbox"/>	SEPA Checklist (5 copies)	<input type="checkbox"/>	<input type="checkbox"/>	Special Accommodation Application (CAM 239)
<input type="checkbox"/>	<input type="checkbox"/>	Building grade sheet if unimproved street or alley	<input type="checkbox"/>	<input type="checkbox"/>	Sidewalk Café Application (CAM 225)
<input type="checkbox"/>	<input type="checkbox"/>	8" X 11" site plan (if project requires Environmental Land Use Sign)	<input type="checkbox"/>	<input type="checkbox"/>	Wetlands Report (3 copies)
<input type="checkbox"/>	<input type="checkbox"/>	Critical area exemption approval (CAM 327)	<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Report
<input type="checkbox"/>	<input type="checkbox"/>	Legal building site letter	<input type="checkbox"/>	<input type="checkbox"/>	Biological Assessment
<input type="checkbox"/>	<input type="checkbox"/>	75-80 calculations (if using SMC 23.44.010B3) provide Assessor's map and calculations	<input type="checkbox"/>	<input type="checkbox"/>	Wildlife Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Short Plat Waiver Form	<input type="checkbox"/>	<input type="checkbox"/>	Arborist Report
<input type="checkbox"/>	<input type="checkbox"/>	SPU Water Availability Certificate	<input type="checkbox"/>	<input type="checkbox"/>	TRAO
<input type="checkbox"/>	<input type="checkbox"/>	3 copies of Building Permit plans 11" X 17" (for Unit Lot Subdivision Only)	<input type="checkbox"/>	<input type="checkbox"/>	Date of construction
<input type="checkbox"/>	<input type="checkbox"/>	Copy of recorded Short Plat or LBA	<input type="checkbox"/>	<input type="checkbox"/>	Name of Architect or Builder
<input type="checkbox"/>	<input type="checkbox"/>	Side Yard Easement	<input type="checkbox"/>	<input type="checkbox"/>	Photos of exterior of building (if 50 or more years old)
<input type="checkbox"/>	<input type="checkbox"/>	Accessory Structure Agreement	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Approval from Department of Neighborhoods
<input type="checkbox"/>	<input type="checkbox"/>	Administrative Conditional Use Application (CAM 211)	<input type="checkbox"/>	<input type="checkbox"/>	View Analysis for scenic routes / corridors
<input type="checkbox"/>	<input type="checkbox"/>	Early Design Guidance Application CAM 238	<input type="checkbox"/>	<input type="checkbox"/>	Traffic Study
<input type="checkbox"/>	<input type="checkbox"/>	Design Review CAM 328	<input type="checkbox"/>	<input type="checkbox"/>	Transportation Plan
<input type="checkbox"/>	<input type="checkbox"/>	Design Review Application (CAM 238)	<input type="checkbox"/>	<input type="checkbox"/>	Parking Demand Study
			<input type="checkbox"/>	<input type="checkbox"/>	Energy Consumption (DR 3-87)
			<input type="checkbox"/>	<input type="checkbox"/>	Environmental Impact Statement
			<input type="checkbox"/>	<input type="checkbox"/>	Statement FCC Compliance for Personal Wireless Service Facilities (stamped)

